

## Accommodating the students who need extended time on ReggieNet Quizzes & Exams

The ReggieNet Test & Quizzes tool allows instructors to easily give extended time on assessments to individual students or groups of students. By adjusting the Settings on a published copy of a test or quiz, instructors can grant extended time without having to create a duplicate assessment. Two methods can be used to give extended assessment times depending on whether you want to extend the time individually or by group.

## Method 1: Extended time assessments for individual students

- 1. In the appropriate ReggieNet course, click on the **Test & Quizzes** tool in the left-hand tool column.
- 2. Select the Published Copies tab.

Create an Assessment		
Create from Scratch Assessment Title • Create using assessment builder • Create using markup text Create	OR	Import from File (XML or ZIP)
Working Copies: not released to students	lished Copies: released to stud	dents

- 3. Find the assessment for allowing extended time. Click on the **Select Action** drop-down menu for that assessment and Select **Settings.**
- 4. Click on Exceptions to Time Limit and Delivery Date.
- 5. Click on the **Select User** drop-down menu associated with Exception for User and choose the student from the list that will be given extended time.
- 6. *If you are granting extended time that will be on the same date as the published assessment,* use the hour/minute drop-down menu for setting the hours and/or minutes that the time extension will total.



- 7. If you are granting extended time that will be on a different date than the published assessment, click the calendar icons for **It is available** and **It is due** to select the date(s). Then select the total time for the assessment using the hour/minute drop-down menu.
- 8. Click the calendar associated with Late submissions accepted until? and select a date if you wish to allow for late submissions.
- 9. Finish by clicking on the **Add an Exception** button.

## Method 2: Extended time assessments for groups

- 1. In the appropriate ReggieNet course, click on the **Site Info** tool in the left-hand tool column.
- 2. Select the Manage Groups tab at the top of the page.
- 3. Select the **Create New Group** tab at the top of the new page that opens.
- 4. Enter a **Title** for the new group. Students can see this group name so make sure to name appropriately.
- 5. If desired, enter a **Description** of the group.
- Click on the student(s) from the Site Member List who will be given extended time.
- Click on the right arrow ">" button to add them to the Group Member List.
- 8. Click the **Add** button to create the group.
- Next click on the Test & Quizzes tool in the left-hand tool column.
- 10. Select the **Published Copies** tab.
- 11. Find the assessment for allowing extended time. Click on the **Select Action** drop-down menu for that assessment and select **Settings.**
- 12. Click on Exceptions to Time Limit and Delivery Date.
- 13. Click on the **Select Group** drop-down menu associated with Exception for Group and choose the student from the list that will be given extended time.
- 14. *If you are granting extended time that will be on the same date as the published assessment,* use the hour/minute drop-down menu for setting the hours and/or minutes that the time extension will total.



- 15. If you are granting extended time that will be on a different date than the published assessment, click the calendar icons for **It is available** and **It is due** to select the date(s). Then select the total time for the assessment using the hour/minute drop-down menu.
- 16. Click the calendar associated with Late submissions accepted until? and select a date if you wish to allow for late submissions.
- 17. Finish by clicking on the **Add an Exception** button.

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who	Role: Student Auditor Acies Co-instructor		
ł	Role: TA - Grades Only Role: Instructor Role: Teaching Assistant Role: Guest		
<i>"</i>	Role: Course Support Role: Student Role: Content Specialist		
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_	zzStudent4, zzDemo4 (zzstu4) zzStudent5, zzDemo5 (zzstu5) zzStudent6, zzDemo7 (zzstu6) zzStudent7, zzDemo7 (zzstu7) zzStudent7, zzDemo7 (zzstu7)	<<	
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